

Quick Reference Guide

Set up Mail forwarding from your AKO account

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Dis

Address https://www.us.army.mil/portal/portal_home.jhtml

@ko The Army Portal
Army Knowledge Online

Friday November 9, 2001

Sign In

If you already have an AKO username and password. Enter them here:

User Name:

Password:

login

I'm a New User

To register for an AKO account. Available to all Active Army, Reserve, National Guard. DA Civilian.

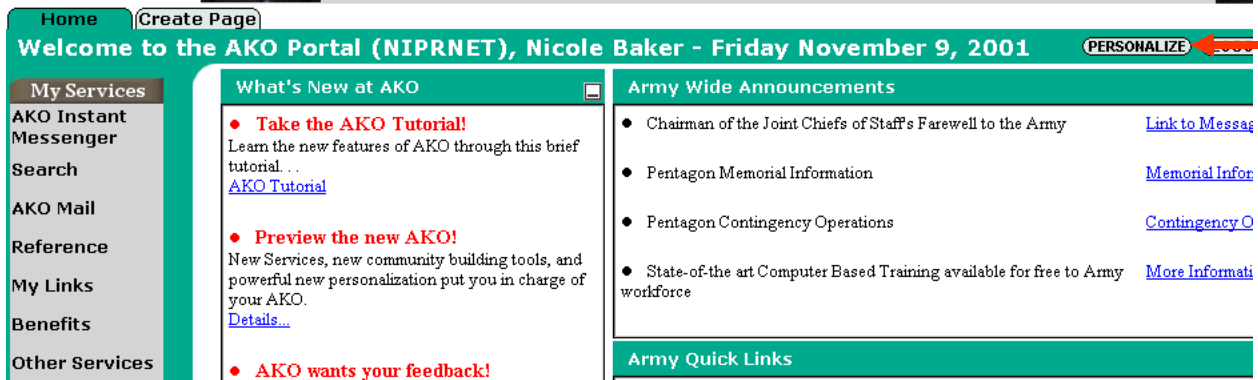
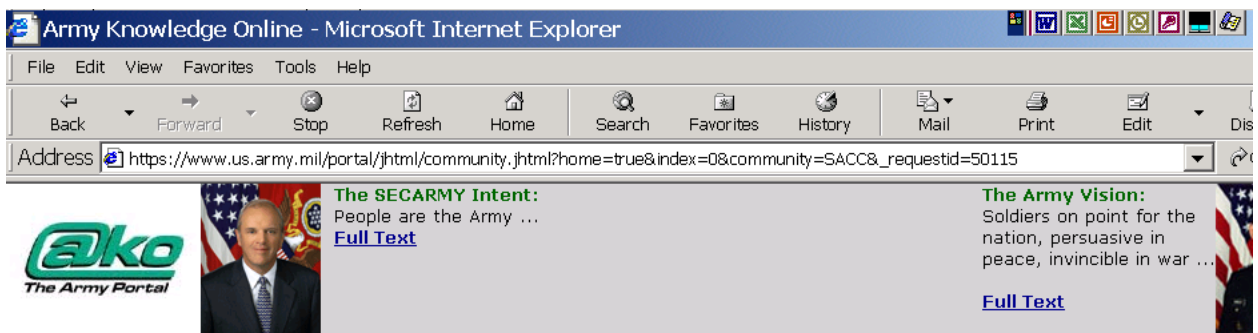
Help
Frequently asked questions, email help

Project Information
Executive-level information about Army Knowledge

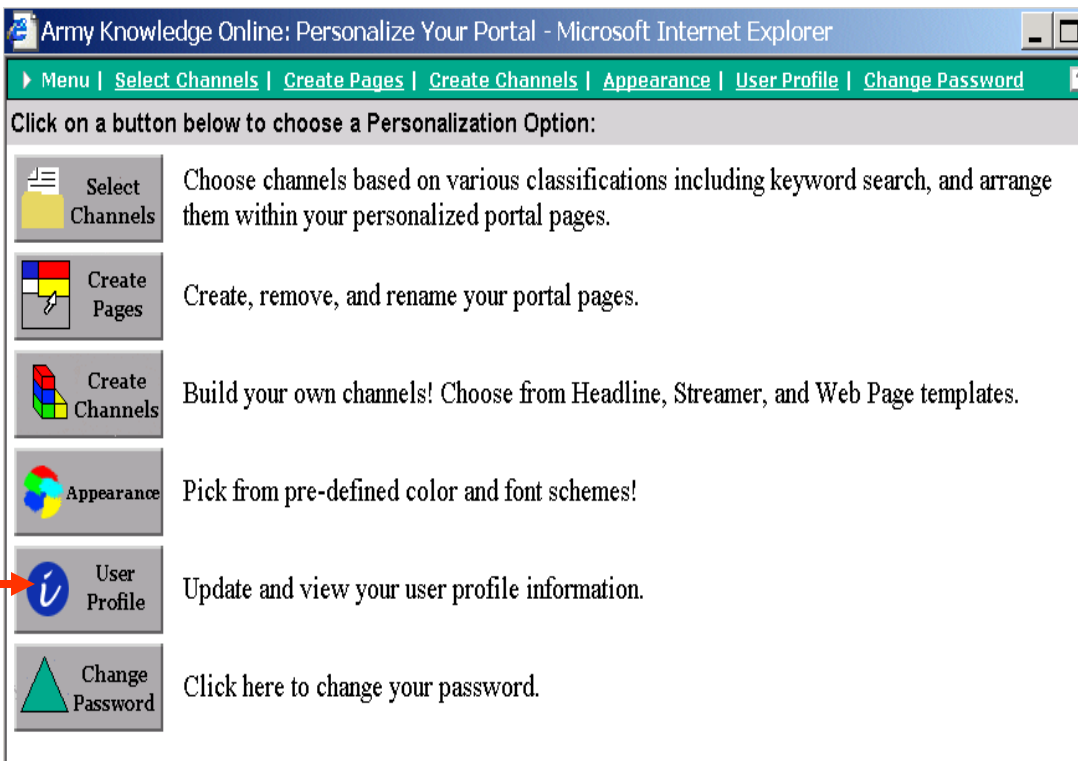
1

Start your web browser and connect to the AKO web page: **<http://www.us.army.mil>**.

Login to your AKO account by entering your **User Name** and **Password**.



Click the **Personalize** link on the right side of the web page.



Click the **User Profile** button located on the menu to the left of the window.

Army Knowledge Online: View and Change Your User Profile - Microsoft Internet Explorer

Menu | Select Channels | Create Pages | Create Channels | Appearance | User Profile | Change Password

User Information: This page allows you to view personal information, and make certain changes

User Profile Information:

Full Name:	nicole.baker	Account Type:	CO
Rank/Grade:	N/A	Army MACOM:	N/A
Basic Branch:	N/A	Status:	active
Branch/MOS:	N/A	Functional Area/MOS2:	N/A

User Input Information:

The following user profile fields are updatable through the portal. Please enter the appropriate information.

* Registration Email Address:

** Forwarding Email Address:

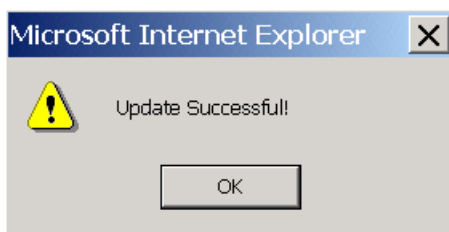
Phone Number:

Zipcode:

* Your password will be sent to this address in the event you lose or forget it.
** Address where you emails are sent. If this field is left blank, your mail will be sent to your AKO MAIL account at nicole.baker@us.army.mil.

4

To set up **Mail Forwarding**, fill in the Email Address you would like your mail forwarded to. Click the **Submit** button to submit this information.



5

Click OK to accept the update of the information.

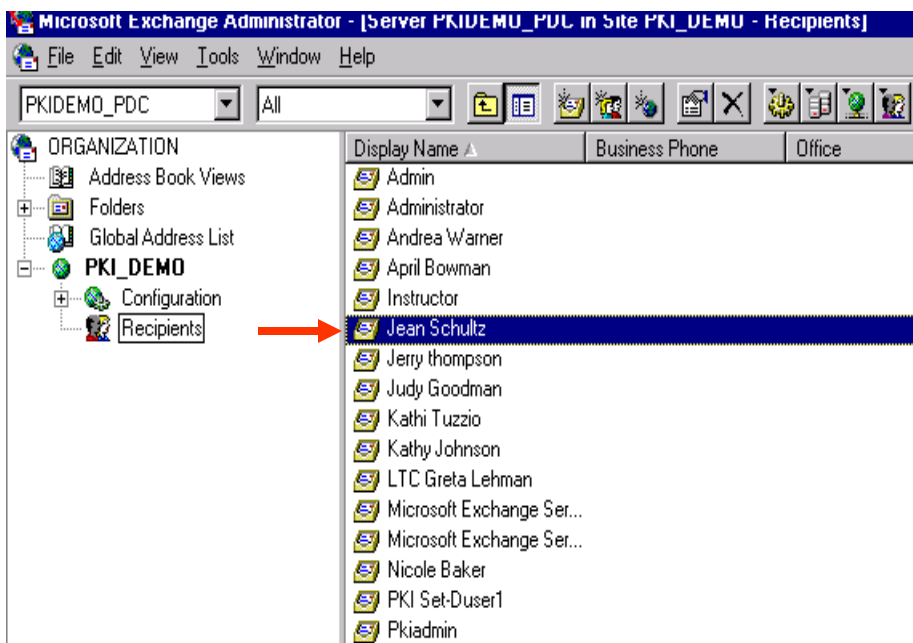
When a user sends mail, the recipient will see the **us.army.mil** address when they reply to the sender's email message.

Quick Reference Guide

SYSTEMS ADMINISTRATOR MATERIAL

Changing the SMTP Reply Address in Exchange Administrator

The Exchange Server Administrator must change the SMTP Reply Address to **username@us.army.mil** on each user's mailbox.



1

Choose a user from the list of **Recipients**. Double-click the recipients name to open the **Properties** window.

Changing the SMTP Reply Address in Exchange Administrator

Jean Schultz Properties

Delivery Restrictions | Delivery Options | Protocols | Custom Attributes | Limits | Advanced | **E-mail Addresses**

Jean Schultz

Name
 First: Initials: Last:
 Display: Alias:

Address: Title:
 City: Company:
 State: Department:
 Zip Code: Office:
 Country: Assistant:
 Phone:

Primary Windows NT Account...

Created 3/22/01 5:08 PM Home site: PKI_DEMO Home server: PKIDEMO_PDC Last modified 10/1/01 12:57 PM

OK Cancel Apply Help

2

When the **Properties** window appears, click the "**E-mail Addresses**" tab.

Jean Schultz Properties

Delivery Restrictions | Delivery Options | Protocols | Custom Attributes | Limits | Advanced | **E-mail Addresses**

Jean Schultz

E-mail addresses

MS	ORGANIZATI/PKIDEMO/SCHULTZJ
SMTP	JSCHULTZ_MADENTECH@DMS.BELVOIR.ARM
X400	c=US;a= ;p=Organization;o=PKIDEMO;s=Schultz

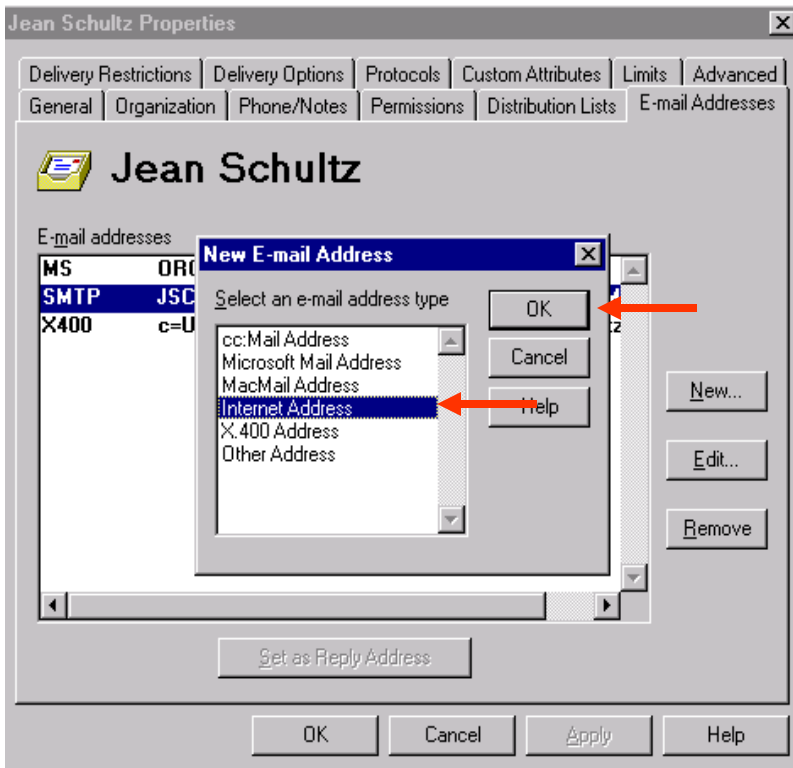
New... Edit... Remove

Set as Reply Address

OK Cancel Apply Help

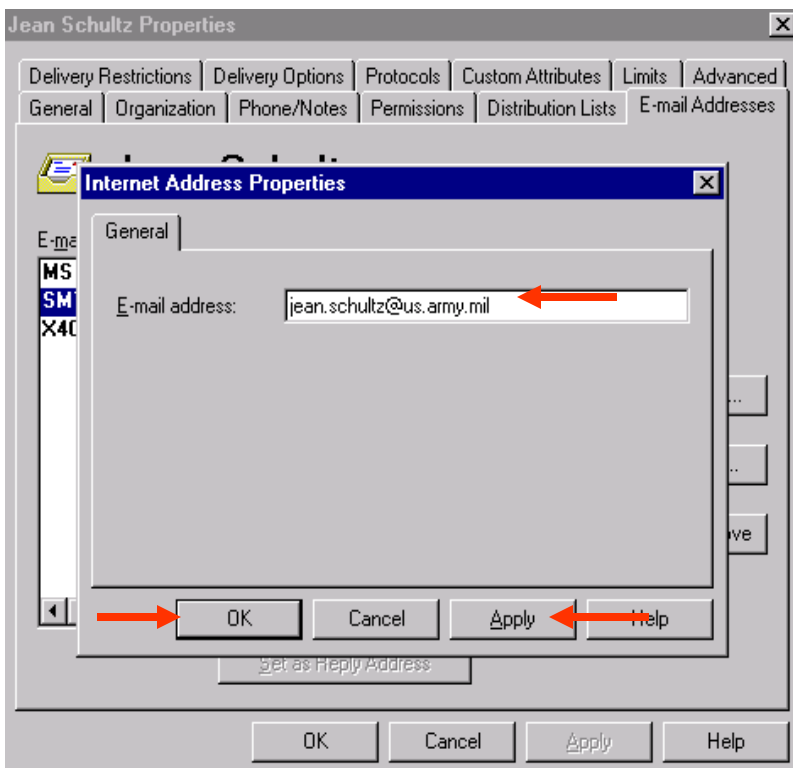
3

Highlight the **SMTP Address** and click the "**New**" button.



4

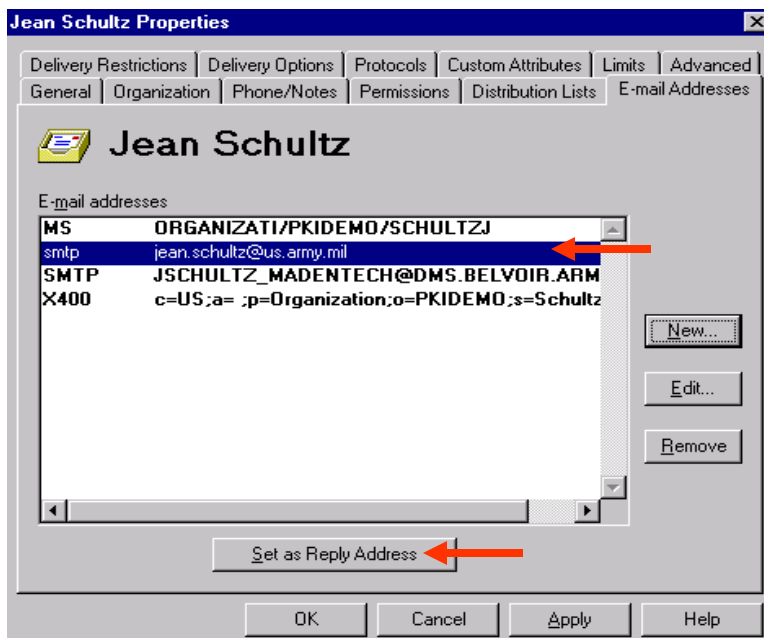
Select "**Internet Address**" in the **New E-mail Address** window. Click "**OK**".



5

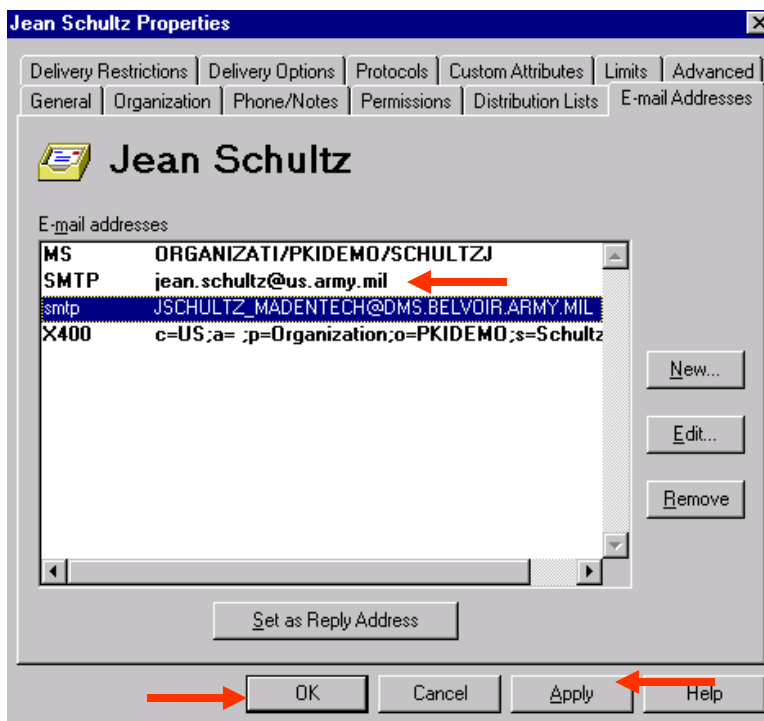
Type in the AKO email address. This address will be formatted as Username@us.army.mil. Click "**Apply**" to apply this change then click "**OK**" to continue.

6



6

Highlight the new AKO E-mail address you just entered. Click the “**Set As Reply Address**” button to set this address as the Reply Address.



7

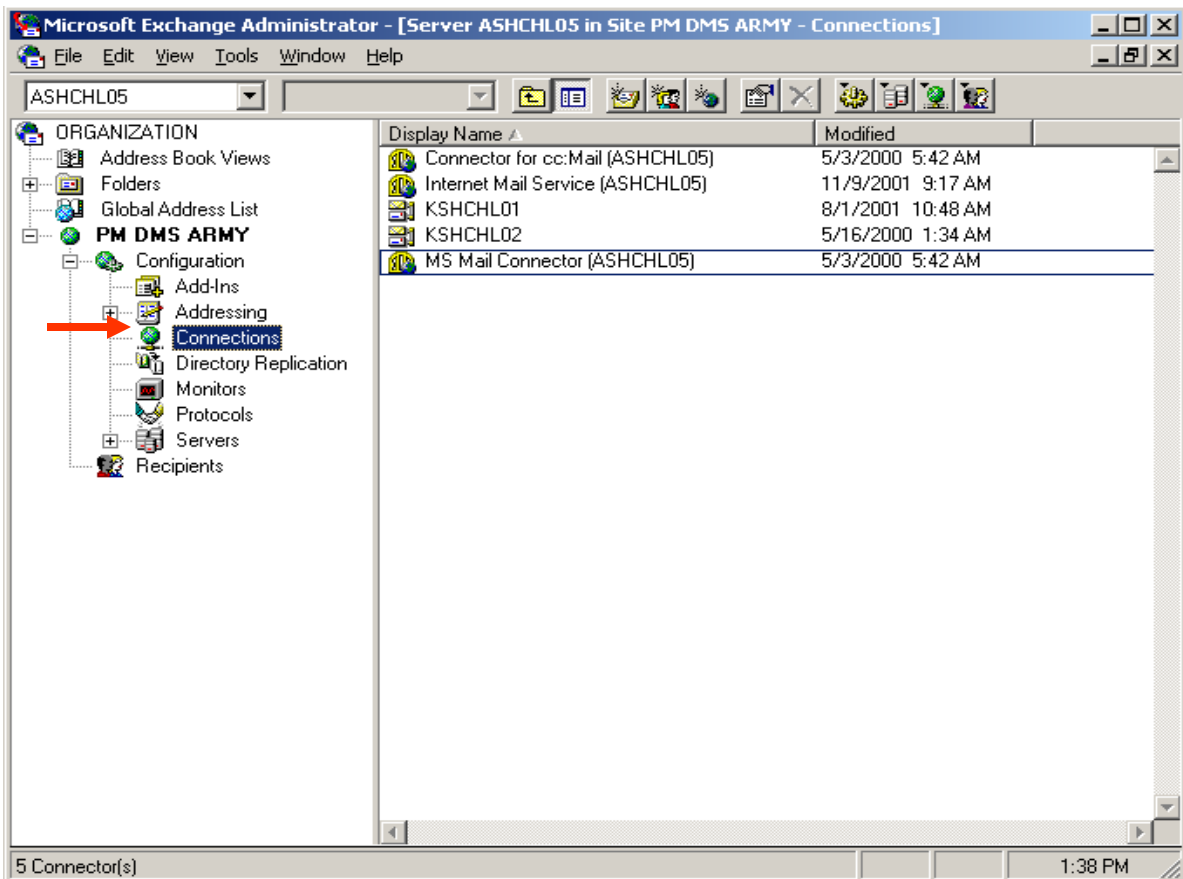
The AKO E-mail address will now be the default Reply Address and will be shown in bold text. Click “**Apply**” to apply this change. Click “**OK**” to close the **User Properties** window.

When a user sends mail, the recipient will see the **us.army.mil** address when they reply to the sender’s email message.

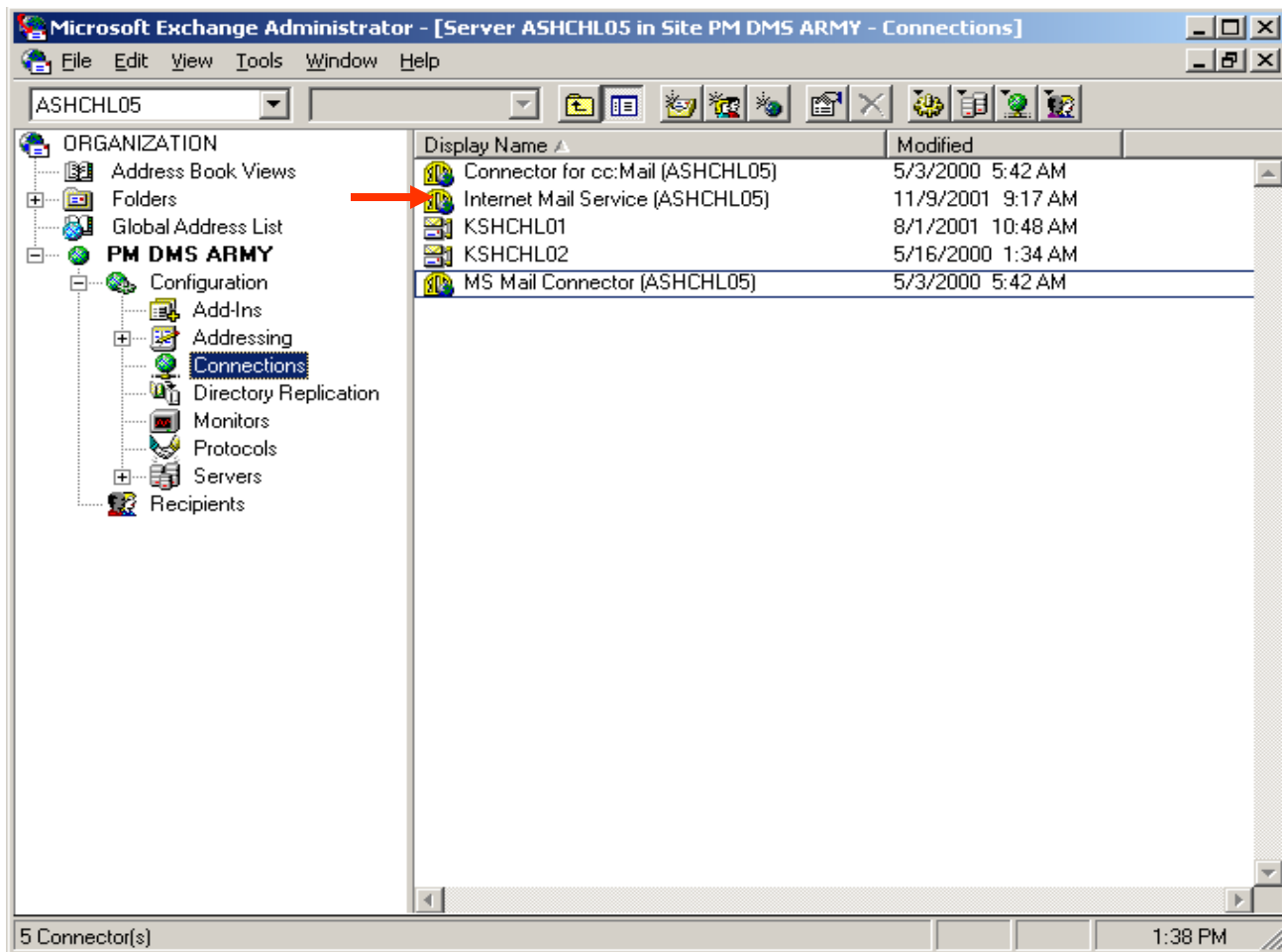
If the **us.army.mil** address is NOT set as default as shown in step 6, email recipients will NOT be able to retrieve the correct certificate from the senders email message and they will not be able to reply directly to the email message.

MS Exchange 5.5 Internet Mail Service Configuration

In Microsoft Exchange Server 5.5, the Internet Mail Service **does not** deliver digitally signed messages by default. Messages that are sent with a digital signature are modified by the Internet Mail Service and delivered without the signature unless Exchange is configured properly.



1
Start the **Exchange Server Administrator** program. Click the **Connections** container.



2

Double-click **Internet Mail Service** listed in the right-hand side of the window.

3

The **Internet Mail Service Properties** window will appear. Click the **Internet Mail** tab.

Under the **Message Contents** section, click the radio button next to **MIME** under the **Attachments** heading. Check the box next to **Plain Text**.

Check the box next to **Clients support S/MIME signatures**.

Click **Apply** then click **OK**.

Restart the **Internet Mail Service** for the changes to take affect.

